



SURVEY COORDINATOR CHECKLIST

Washington State Healthy Youth Survey 2010

Use this checklist to mark off important steps in the survey coordination process.
Please check off each step that you complete.

- ☐ If your school's information has changed from what you received in the August confirmation e-mail, notify RMC Research by **September 8**.
- ☐ Completed online Coordinator Training by **September 30** (www.hys.wa.gov).

PARENT AND STUDENT NOTIFICATION PROCEDURES REQUIRE THAT THE NEXT FOUR STEPS TAKE PLACE BY OCTOBER 1.

- ☐ 1. Notified parents with the Parent and Student Information Flyer by October 1 by using one or more of the approved methods: mailing it home with a packet of forms and information at the beginning of the school year, sending it home with students in a packet of forms and information, or mailing it to the parents as a stand-alone document).
- ☐ 2. Posted information about the 2010 Healthy Youth Survey on the school web site and included a copy or a link to the Flyer (if your school has an active web site) by October 1.
- ☐ 3. Posted the Parent and Student Information Flyer in commons and/or cafeteria by October 1.
- ☐ 4. Announced the survey in a school assembly **or** in the classrooms where the survey will be administered by October 1.

Note: You can use additional methods to notify parents, such as automated telephone messaging or e-mail. However, they are not a substitute for mailing or sending the flyer home.

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- ☐ Received box(es) of survey materials and verified all materials needed were sent.
 - ☐ Reviewed the Survey Coordinator Guidelines and kept items needed for returning materials.
 - ☐ Placed a copy of the Flyer and the Survey booklet(s) in the school's main office, educated staff about the survey, and provided the office staff with the School Office Information and Student Opt Out List.
 - ☐ Selected a date for the survey to be administered between **October 18 to 22**.
 - ☐ Arranged for an alternative activity for students not taking the survey.
 - ☐ Prepared survey materials for distribution, including deciding whether to include optional questions, and preparing Spanish language surveys and resource lists if necessary.
 - ☐ Created sets of survey materials to distribute to each classroom or group.
 - ☐ Trained teachers to administer the survey.
 - ☐ Notified students again with an announcement the day before the survey.
 - ☐ Picked up the Student Opt Out List from school office and informed teachers of students who were not to take the survey.
 - ☐ Distributed the sets of survey materials to classrooms on the day of the survey administration.
 - ☐ Collected the survey materials after the administration was completed.
 - ☐ Packaged the envelopes with the completed surveys and the School Packing Form, and returned them to RMC Research by **October 25**.
 - ☐ Recycled any unused administration or survey materials.

Thank you for being a Survey Coordinator!

If you have other questions about any of these instructions, please contact RMC Research at (800) 788-1887.